



Montroyal PAC's Ski & Snowboard Club

Volunteer Roles and Responsibilities

The Montroyal Ski and Snowboard program is only possible with the participation of Parent Volunteers. We thank you in advance for your time. If you do not have a Grouse Mountain pass, a Gondola ticket will be provided to you (if required) to fulfill your duties. To help you choose your volunteer role, we have outlined the roles and responsibilities below. These will ensure smooth operation of our program and ensure the MPAC fulfills our duty to take reasonable care of the students and to ensure their safety. If at any point, you are unclear of your responsibilities or you have any concerns please contact the Ski & Snowboard Program Coordinator immediately.

Complementary lift tickets will be provided to our Gondola Hosts, if required. Please see the note at the bottom about complimentary admission for the Volunteers.

Roles and Responsibilities

Base Check in (1-2 positions)

- Shift: 3:25-4 pm
- Please allow plenty of time to find parking as it is often busy
- You will be stationed at a table outside Starbucks, at the base of Grouse Mountain
- Your responsibilities include: checking in each student on the documentation provided by the Club Coordinator and providing each student with a badge. You must also ensure each student has their pass or Grouse issued program ticket. Students without an appropriate pass or ticket will not be admitted onto the Gondola

Gondola Host for Rental Group at Start of Day (1-2 positions)

- Shift: 3:25-4:45 pm
- Please allow for plenty of time to find parking as it is often scarce
- Your responsibilities include: supervising the students who have checked in at the base on the gondola up the mountain, assisting students in the rental chalet with equipment and delivering the students to the Grouse Mountain instructor stationed in the Ski /Snowboard school meeting area, at the beginning of the lesson (4:30)
- Please ensure your students are dressed appropriately prior to loading on the gondola and they have their badge.



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- You will be boarding the gondola ~3:35-3:40 pm to allow for enough time for the students to get their rental equipment
- You may be required to assist the Base Check in volunteer if needed. If performing this duty, pls check Base Check in role description

Gondola Host for Students who have equipment at Start of Day (2 positions)

- Shift: 3:30-4:30 pm
- Please allow for plenty of time to find parking as it is often busy
- Your responsibilities include: assisting with student check in, supervising the students who have checked in at the base and on the gondola, delivering and checking in the students to the Grouse Mountain instructor at the beginning of the lesson (4:30). Please ensure you know how many and who is in your group (tips on group management will be provided)
- Please ensure your students are dressed appropriately prior to loading on the gondola and they have their badge.
- Most of our students have their own equipment so this will be a large group. We will have min two gondola hosts for this volunteer position. Each volunteer can take a group on the gondola when a sufficient number of students are ready. Please ensure you know how many and who is in your group (tips on group management will be provided)

Base Check Out (1-2 person)

- Shift: 6:00-6:45 pm
- Please allow for plenty of time to find parking as it is often busy
- You will be stationed at a table outside Starbucks at the base of Grouse Mountain. Please dress warmly.
- Your responsibilities include: checking each student out on the documentation provided by the Club Coordinator
- Alternatively, you may be stationed in the drop off / pick up zone where children can be released to parents who do not wish to or cannot park
- **Please remain until all members of your group have been discharged.**

Gondola Host for Rental Students at End of Day (1 position)

- Shift: 5:30-6:30 pm
- Please allow for plenty of time to find parking as it is often busy
- You will be meeting the Grouse Mountain instructor at the Ski and Snowboard School meeting area at 6 pm. We suggest you load on the gondola ~5:30 pm to allow for sufficient time to meet the students and instructor at no later than 6 pm or just before (some groups arrive a little early)



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- Your responsibilities include: assuming supervision of the students from the instructor, assisting students in the rental chalet with equipment return, supervising the students on the gondola down the mountain, and delivering the students to the check-out Volunteer at the base of the mountain.

Gondola Host for Students who have equipment at End of Day (2 positions)

- Shift: 5:30-6:30 pm
- Please allow for plenty of time to find parking as it is often busy
- You will be meeting the Grouse Mountain instructor at the Ski and Snowboard School meeting area at 6 pm or just before. Some groups arrive early.
- Your responsibilities include: assuming supervision of the students from the instructor, supervising the students on the gondola down the mountain and delivering the students to the Check-Out Volunteer(s) at the base of the mountain

Please note, our Volunteers are eligible for complimentary Gondola lift tickets (ie you don't have to pay to Volunteer as Gondola Host) and also, we will be receiving some complimentary tickets to enjoy the evening on the mountain on the day you volunteer. Priority for those tickets goes to our Gondola Hosts. You will have a chance to request those when you complete Ski and Snowboard Club form on the PAC website (which is part of your Registration process, Step 3)

Questions? Contact the Club's Coordinator, Ilona Kuligowska ilonakuligowska@shaw.ca

Incident Report: next page



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Incident Reporting Form

Use this form to report any accident, injury, incident, close call or observation.
Please return this report to the Ski Program Coordinator within 12 hours

This is documenting a:

Accident

Injury

Incident

Close call

Observation

Details of Person Completing the Report

Name of person: _____ Date of Report: _____

Persons Involved _____

Details of the Event

Date of Event: _____ Location: _____

Time of Event: _____ Conditions: _____

Witnesses: _____

Description of Event: (included tasks being performed and sequence of events. If more space is required please use the back of this form)

Signature of person completing report: _____ Date: _____

Signature of Ski Program Coordinator: _____ Date: _____